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DD / S REGISTRY

FILE *Training 3*

MEMORANDUM FOR: Director of Finance

SUBJECT : Midcareer Rotational Program for DD/S Careerists

REFERENCES : a. Action Memorandum No. 382, dated 25 June 1964
b. Memo dtd 19 Aug 1964 for DD/S fr DTR, subject as above

1. Attached are copies of References a. and b. which are self-explanatory. To comply with Action Memorandum No. 382, it is requested that your Office discuss the matter in detail with the Office of Training and effect the necessary personnel transfer. It is assumed that [redacted] will return to the Office of Finance and [redacted] to the Office of Logistics.

2. It will be appreciated if the undersigned will be advised when an agreement has been reached and the date the transfer will become effective. The name of the transferee should also be noted for our records.

[redacted]
Senior Training Officer
Deputy Director for Support

Attachments

References a. and b.

SA-DD/S:RBJH/ms (28 Aug 64)

Distribution:

- Orig & 1 - Addressee, w/Atts
- 1 - DD/S Chrono, w/o Atts
- 1 - DD/S Subject, w/Ref b only
- 1 - Senior Training Officer, DD/S, w/Ref b only

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Approved For Release 2003/09/04 : CIA-RDP84-00780R000600250019-1

10 AUG 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Midcareer Rotational Program for
DDS Careerists

REFERENCE : Office of the Director, Action Memorandum
382, dated 25 June 1964

1. In the Operations Support Faculty of the Operations School, there has been assigned over the years a Finance careerist and a Logistics careerist. These officers serve as senior instructors responsible for the development, presentation, and evaluation of training courses in the field of finance and logistics in support of clandestine operations. Candidates to fill these positions should have had broad and increasingly responsible assignments, including at least one overseas tour, which have traversed the major areas of responsibility within their parent components. In addition, they should have college degrees with previous teaching experience or related experience in public speaking and/or liaison work. [redacted] of Finance and [redacted] of Logistics are the current incumbents of these positions.

2. As principal representatives of major support components, they determine requirements for training in assigned subject matter fields and the range and level of subject matter to be covered. They coordinate course content with training liaison officers and subject matter specialists of their parent support component. The incumbents are responsible for the preparation of lesson plans, lecture outlines, scripts, handbooks, visual aids, tests, etc. In addition, they must suggest teaching methods and techniques applicable for each unit of instruction. They lecture, lead instructions, and otherwise motivate and control student participation. They grade and assign ratings to tests and guide and advise students throughout the courses. Another area of importance is their responsibility to provide briefings and tutorial instruction to Agency personnel scheduled for overseas assignments, who are unable to receive a complete course of instruction.

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3. We will be pleased to submit any additional information that you may need and which will facilitate compliance with referenced memorandum.



MATTHEW BAIRD
Director of Training

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